

New Working Group Series: **Developing an NIH NRSA Individual F32 Fellowship Application**

Winter quarter, January– April, 2022

Group meets weekly via zoom on Tuesdays, 12PM-2PM

Learning Objectives:

- Postdocs will be introduced to the format and requirements of a NIH research fellowship proposal
- Postdocs will learn from examples of successful UCLA F32 fellowship applications
- Postdocs will work together in a peer feedback group to develop drafts of each document
- Postdocs will get feedback from faculty and fellowship recipients
- Over the duration of the series, participating postdocs will produce the key documents required for an NIH NRSA F32 Individual Fellowship Application in time for the April 8, 2022 deadline.

Time Commitment

Postdocs will commit to one 2-hour meeting per week throughout Winter quarter (January – April, 2022) with the aim of workshopping and completing an F32 application to be ready in time for the April 8 submission deadline. Between meetings, participating postdocs will be asked to create document drafts according to the enclosed timeline and provide reciprocal feedback to peers.

Group Advisors

- Lynn Talton (LTalton@mednet.ucla.edu)
- Other faculty, including your mentors
- Postdocs who have been awarded F32

Commitments of Participating Postdocs:

1. Participate in workgroup meetings, submit drafts of documents on time, and provide peer feedback on time
2. Proposal draft writing assignments should be uploaded to a designated Box folder by indicated deadlines
3. Peer Feedback assignments should be uploaded to the peer's designated Box folder by indicated deadlines
4. We also recommend a series of parallel tasks outside of the workgroup each week to ensure all components of the proposal are ready by deadline

Commitment of Faculty Mentor with a Participating Postdoc:

Faculty mentors will be asked to provide three documents for an F32 proposal: 1. *Biosketch*, 2. *Sponsor Statement*, and 3. *Inst'l Environment and Commitment to Training*. Mentors will also need to work with their postdoc to provide input on the *Respective Contributions* document.

Recommended supplies for this workgroup:

- Use of a computer with web access
- UCLA Box account

F32 Fellowship Writing Workgroup Timeline Checklist

Week	Day	Date	(✓)	Topics and Assignments
WEEK 1	Saturday	08-Jan		Writing Assignment: Gather all the documents you will need for your proposal (on laptop, printed, etc). PI grant proposals, relevant articles, CVs/biosketches
	Tuesday	11-Jan		Workgroup Activity: Introduction and advice on first draft of Specific Aims document
	Weds.	12-Jan		Parallel Task: Request letters of support by Jan 17; If your dept has a pre-awards office, inform them you plan to submit, find out deadlines, procedures
	Thursday	13-Jan		Peer Feedback Assignment: Make sure you have access to the workgroup Box folders
WEEK 2	Saturday	15-Jan		Writing Assignment: Upload current drafts of your Biosketch and your Mentor's Biosketch; Continue refining Specific Aims
	Tuesday	18-Jan		Workgroup Activity: Developing Your Biosketch and customizing Your Mentor's, Preparing Facilities and Other Resources document
	Weds.	19-Jan		Parallel Task: List major items of equipment available for this project in Equipment, noting any that must go in Facilities and Other Resources
	Thursday	20-Jan		Peer Feedback Assignment: Upload Biosketch Feedback
WEEK 3	Saturday	22-Jan		Writing Assignment: Upload Facilities and Other Resources to Box; Continue refining Specific Aims
	Tuesday	25-Jan		Workgroup Activity: Advice for preparing Applicant's Background and Goals for Fellowship Training
	Weds.	26-Jan		Parallel Task: Confirm all your references have PMCID numbers and correct if they do not, Request an eRA Commons account if you do not have one
	Thursday	27-Jan		Peer Feedback Assignment: Upload Facilities and Other Resources Feedback
WEEK 4	Saturday	28-Jan		Writing Assignment: Upload Specific Aims draft 1
	Tuesday	1-Feb		Workgroup Activity: Specific Aims Feedback and group work, Advice on preparing Applicant's Background and Goals for Training
	Weds.	2-Feb		Parallel Task: Customize the provided Responsible Conduct in Research boilerplate for your application
	Thursday	3-Feb		Peer Feedback Assignment: Upload Specific Aims Feedback
WEEK 5	Saturday	5-Feb		Writing Assignment: Upload Applicant's Background and Goals for Fellowship Training
	Tuesday	8-Feb		Workgroup Activity: Present your research project Specific Aims in a short PowerPoint (first set of presenters)
	Weds.	9-Feb		Parallel Task: Draft the Cover Letter that accompanies your proposal
	Thursday	10-Feb		Peer Feedback Assignment: Upload Applicant's Background & Goals for Fellowship Training Feedback
WEEK 6	Saturday	12-Feb		Writing Assignment: Keep refining your Specific Aims; Begin working on expanding outline of Research Strategy document
	Tuesday	15-Feb		Workgroup Activity: Present your research project Specific Aims in a short PowerPoint (second set of presenters)
	Weds.	16-Feb		Parallel Task: Fill out all the forms in the application according to the directions of your pre-award office
	Thursday	17-Feb		Peer Feedback Assignment: Based on their Specific Aims presentations, what is the top feedback you'd give each presenter?

F32 Fellowship Writing Workgroup Timeline Checklist – Part 2

Week	Day	Date	(✓)	Topics and Assignments
WEEK 7	Saturday	19-Feb		Writing Assignment: Upload an outline of your Research Strategy
	Tuesday	22-Feb		Workgroup Activity: Advice and work on developing the Research Training Plan
	Weds.	23-Feb		Parallel Task: Get PI's input on Respective Contributions and Selection of Sponsor and Institution portions of the Research Strategy
	Thursday	24-Feb		Peer Feedback Assignment: Upload Research Training Plan Feedback
WEEK 8	Saturday	26-Feb		Writing Assignment: Upload Research Training Plan Draft 1
	Tuesday	1-Mar		Workgroup Activity: Advice on Sponsor and Co-Sponsor Statements and Description of Institutional Environment and Commitment to Training
	Weds.	2-Mar		Parallel Task: Confirm that you have all necessary letters of support and send reminders, if necessary
	Thursday	3-Mar		Peer Feedback Assignment: Upload Research Training Plan Feedback
WEEK 9	Saturday	5-Mar		Writing Assignment: Upload Sponsor and Co-Sponsor Statements and Description of Institutional Environment and Commitment to Training Documents
	Tuesday	8-Mar		Workgroup Activity: Human Subjects, Vertebrate Animals, Select Agent Research, Human Embryonic Research, Resource Sharing Plan sections
	Weds.	9-Mar		Parallel Task: Remind your Sponsors that they need to finish their (Co-)Sponsor Statement by Mar 19
	Thursday	10-Mar		Peer Feedback Assignment: Upload Feedback on Sponsor Statement and Description of Institutional Environment and Commitment to Training
WEEK 10	Saturday	12-Mar		Writing Assignment: Upload latest Research Training Plan Draft 2
	Tuesday	15-Mar		Workgroup Activity: Group work and Feedback on Research Training Plan, Advice on Project Summary/Abstract Document
	Weds.	16-Mar		Parallel Task: Ask a collaborator or lab member with good writing skills and knowledge of the research to read and comment on Research Training Plan
	Thursday	17-Mar		Peer Feedback Assignment: Upload Research Training Plan Feedback
WEEK 11	Saturday	19-Mar		Writing Assignment: Upload Project Summary/Abstract Document
	Tuesday	22-Mar		Parallel Task: Draft a compelling 3 sentence statement for your Project Narrative, Submit documents to your Pre-Awards Office
	Weds.	23-Mar		Workgroup Activity: No group meeting—Thanksgiving.
	Thursday	24-Mar		Peer Feedback Assignment: Upload Project Summary/Abstract Document Feedback
WEEK 12	Saturday	26-Mar		Writing Assignment: Finalize documents
	Weds.	30-Mar		Parallel Task: Get (Co-)Sponsors to approve final submission, Submit final draft to OCGA
	Thursday	31-Mar		Peer Feedback Assignment: Congratulate each other on finishing

Summary of Forms and Documents included in an F32 NIH Individual Fellowship Application

Documents listed in red require the most care and attention

Form/Document	Status	Page Count	Main Contents	Time Investment
SF 424 (R&R) PDF Attachments:	Mandatory	2	Applicant and Application Details Project Title (81 characters)	Filling out Form
Cover Letter	Mandatory	1-2	Fellowship applicants must include a cover letter that contains a list of referees including name, dep't/ affiliation, and institution)	Preparing Letter
RESEARCH & RELATED Other Project Information PDF Attachments:	Mandatory	1	Types of Research Involved in Project	Filling out Form
Project Summary/ Abstract	Mandatory	30 lines	A succinct and accurate description of the proposed work, aims, long-term objectives, public health significance	Multiple drafts to capture the essence of the project and training opportunity
Project Narrative	Mandatory	3 sentences	Relevance of this research to public health	Craft compelling brief statement
Bibliography & References Cited	Mandatory	No limit	Should include any references cited in PHS Fellowship Supplemental Form	Accumulation of references cited throughout, including PMID
Facilities and Other Resources	Mandatory	No limit	Detailed description of the institutional facilities and resources available to applicant to establish feasibility of the goals of the training plan	Aggregating all the information and presenting in support of training plan
Equipment	Mandatory	No limit	List major items of equipment already available for this project	Aggregating all the information and presenting in support of training plan
Other Attachments	Optional*	No limit	*If F31: include Certification Letter for <u>Pre</u> doc Fellowships (F31) to Promote Diversity	Obtain letter on institutional letterhead with official signature
RESEARCH & RELATED Senior/Key Person Profile (Expanded) PDF Attachments:	Mandatory	1	Identify Mentors and key collaborators	Filling out Form
Biosketch -Applicant	Mandatory	5	Applicant is PI/PD, so must have an eRA Commons account with PI Role	Customizing to suit proposal package, formatting for clarity
Biosketch -Mentor	Mandatory	5	Sponsor must have an eRA Commons account	Customizing to suit proposal package, formatting for clarity
Biosketch -Co-Mentor	Optional	5	Include if you have a Co-Sponsor	Customizing to suit proposal package, formatting for clarity

Biosketch -Senior/Key Personnel	Optional	5	All individuals who have committed to contribute to the scientific devel. and execution of the project should be identified as senior/key personnel	Customizing to suit proposal package, formatting for clarity
Project/Performance Site Location(s)	Mandatory	1	Identifies the location (UCLA) where the project will take place	Filling out Form
PHS Assignment Request Form	Optional	1	Preferences for Agency and Study Section	Filling out Form
PHS Inclusion Enrollment Report	Optional	1	Required for NIH-defined clinical research	Filling out Form and Data Table
PHS Fellowship Supplemental Form PDF Attachments:	Mandatory	4	This is the form onto which most of the PDF documents attach, also Budget Section	Fill out form, attach numerous PDF docs, Enter Budget Info
Introduction	Optional	1	Required only if this is a resubmission application	summarize substantial changes; respond to criticism in summary statement
Applicant's Background & Goals for Fellowship Training	Mandatory	6	Includes Doctoral Dissertation and Research Experience, Training Goals and Objectives, and Activities Planned under the Award	Crafting a document that helps complete a picture of a uniquely qualified individual in a unique training environment
Specific Aims	Mandatory	1	State concisely the goals of the proposed research and summarize the expected outcome(s)	Key document that should require much review, revising and care
Research Strategy	Mandatory	6	Main description of research plan	Key document that should require much review, revising and care
Respective Contributions	Mandatory	1	Describes the collaborative process between applicant and sponsor/co-sponsor(s) in the development, review, and editing of Research Training Plan	Requires collaboration with sponsor/mentor - Key document
Selection of Sponsor and Institution	Mandatory	1	Describe the rationale/justification for the selection of both the sponsor and the institution	Why the sponsor/institution were selected to accomplish research training goals
Institutional Environment and Commitment to Training	Mandatory	2	From perspective of program: describe research program, key faculty members, indicate facilities and other resources, opportunities for intellectual interactions with other investigators, including courses offered, journal clubs, seminars, and presentations.	What makes this an ideal training environment for the goals and research interests of this trainee?
Training in the Responsible Conduct of Research	Mandatory	1	Description of RCR training, UCLA boilerplate available	Customize to match application package
Sponsor and Co-Sponsor Statement	Mandatory	6	Research support available; sponsor's prev. trainees; training plan, environment, research facilities; # of trainees supervised during award; applicant's qualifications and potential for research career	Requires collaboration with sponsor/mentor – this part must be as strong as the rest; this is one, 6-pg document, even if there are co-sponsor(s)

